



# PUBLIC NOTICE

01-8

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF SOUTH CAROLINA

Brenda K. Argoe, Clerk of Court



TO: Practitioners/Constituents

SUBJECT: Proofs of Claim

DATE: August 15, 2001

Effective January 1, 2001 the Clerk's Office began imaging all chapter 13 proofs of claim for cases filed January 1, 2001 and thereafter. The Clerk's Office has been imaging chapter 7 asset, chapter 11 and chapter 12 proofs of claims since January 1, 1997. This service allows users to access images of claims while at the courthouse or on Web Pacer (accessible via the World Wide Web at [www.pacer.scb.uscourts.gov](http://www.pacer.scb.uscourts.gov)). The requirements for Web Pacer are: PC with Windows 95+ or NT, Pacer Account (available from San Antonio Billing Center 800 676-6856), Internet access via an Internet service provider, and a Web Browser such as Netscape or Internet Explorer, and the cost is 7 cents per page.

The Clerk's Office and the chapter 13 trustees' offices have encountered numerous problems with proofs of claims filed by creditors. Please follow the guidelines below to ensure your proofs of claims are timely processed.

- ✓ **SUBMIT ONLY AN ORIGINAL PROOF OF CLAIM- COPIES FOR TRUSTEES ARE NOT REQUIRED FOR CLAIMS IN CHAPTER 13 CASES FILED JANUARY 1, 2001 AND THEREAFTER.**
- ✓ If a party wishes a conformed copy returned, a copy of the claim along with a self-addressed envelope must be furnished - ensure the envelope is sufficient in size and has adequate postage to accommodate the claim.
- ✓ Address for mailing claims: US BANKRUPTCY COURT, PO BOX 1448, COLUMBIA, SC 29202
- ✓ All attachments to claims must be on 8 ½ by 11" paper.
- ✓ Clearly identify the **case name, case number, chapter designation, and the name of the trustee** assigned the case - CHAPTER OF THE CASE AND NAME OF THE TRUSTEE ARE ESSENTIAL FOR TIMELY PROCESSING - this information is provided on the Notice of Bankruptcy Case, Meeting of Creditors and Deadlines - UTILIZE THE CLAIM FORM PROVIDED WITH THAT NOTICE.
- ✓ Clearly show the amount of the claim on the form.
- ✓ Do not submit transmittal letters with claims - these are not necessary and, due to the tremendous volume of chapter 13 claims, clutter the record.
- ✓ Do not submit other types of documents with claims (i.e, § 341 Notice, Notice of Filing, Chapter13 Plan) unless it is an attachment in support of the claim.
- ✓ Do not serve chapter 13 trustees with copies of proofs of claims - the court will send the original claims to the trustees after they have been processed and imaged.